



United States Department of the Interior

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October 19, 2001

EMS Transmission - 10/19/01
Information Bulletin No. NM-2002-001

To: FM's (except 040 and 090)

From: DSD, Resource Planning, Use, and Protection

Subject: Title Services for Acquisitions Funded by Land and Water Conservation Fund (LWCF)

Various Field Offices have inquired whether or not there is a need to go through Procurement to obtain title services for LWCF acquisitions. Since this question has been raised several times, we felt it was important to provide the Field Offices with this Information Bulletin.

This matter was discussed with NMSO Procurement Staff and the National Business Center Payment Officer. Although both methods work, we felt it was necessary to have consistency in the process. Therefore, the Land Acquisition Voucher is the method that should be used. This method is more expeditious, and it will also save time for both the Realty Specialists and the Procurement Staff.

We have reviewed Chapter VII, II., A., 3., of the draft Acquisition Handbook which briefly addresses "How to Obtain Title Services." Reference is also made to the procurement procedures (BLM Manual 1500). Obtaining title services is presently being done in two different ways. In some cases, the Field Office sends a request to Procurement to obtain title service. Procurement reviews the request and prepares a purchase order with one of the Title Companies listed on the Field Office request. The purchase order covers all closing costs, such as title insurance, title commitment, recording fees, etc. In other cases, the request for payment for all closing costs is made when the Land Acquisition Voucher is prepared. The Land Acquisition Voucher lists the program subactivity 3130 for closing costs and 3110 for the contract sale price of the property. The Land Acquisition Voucher is sent to the National Business Center Payment Officer with all necessary instructions for payment.

If you have any questions, please contact Jeanette Espinosa, LWCF Program Lead, at (505) 438-7597.

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